

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
819 North Sixth Street  
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## **State of Wisconsin Department of Corrections**

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July 6, 2017

Chief Steve Graff  
Mequon Police Department  
11300 North Buntrock Avenue, 64W  
Mequon, WI 53092

**RE: 2017 Annual Inspection, Mequon Municipal Lockup**

Dear Chief Graff:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2017 annual inspection of the Mequon Municipal Lockup was conducted on June 20, 2017. This report summarizes the results of the annual inspection.

### **INSPECTION SUMMARY**

#### **Physical Environment 349.07**

The six cells and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. However, the water pressure in cell #5 was found to be low and in need of correction. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis.

#### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

#### **Health Care 349.09**

The Mequon Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. Similar to past years, a health screening form is being completed on each individual being booked into the facility, which continues to be an excellent practice. Current Mequon procedure stipulates that medications will be placed with

the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspections by the City of Mequon Fire Department were completed on 6/19/17 and 12/26/16, respectively. Evacuation routes are posted in the lockup area and fire suppression equipment available if needed.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Mequon Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented [REDACTED] minutes. This is an excellent practice that exceeds the minimum requirements of the administrative code.

### **Detention of Juveniles 349.21**

Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A review indicated that no juveniles had been placed into a cell since the last annual inspection. Procedures are in place to ensure sight and sound separation between juveniles and adult detainees, and all records are kept separate from adults.

### **Approval**

The Mequon Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Sergeant Mark Riley for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Dan Abendroth, Mayor  
Kristi Dietz, ODF Director  
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